****

Director, Testing and Placement (Advanced Program Manager)

Pima Community College is recruiting for a Director, Testing and Placement (Advanced Program Manager). This position will be responsible for setting the vision of Testing and Placement for the college in alignment with PCC’s Mission, Vision and Values, as well as the current Strategic Plan.  This position will require the ability to exercise initiative and independent judgment related to testing administration policies and practices; handle problems and non-routine situations by determining the action needed and interprets guidelines, procedures, policies and practices aligned with national and industry standards; and will focus on current and future testing initiatives, oversee and provide mentorship to department leads.

Required Qualifications are a Bachelor's degree in a related field and five years of progressive management experience including project management, budgeting, and supervision, or candidates who possess similar minimum objective qualifications should describe in detail the education and work experience you regard as establishing the equivalency.

Ideal candidates will have the following knowledge, skills, and abilities: supervisory principles or Managerial principles; computers and applicable software; customer service principles; best practices for student success and retention; monitoring and evaluating employees; prioritizing and assigning work; managing multiple projects; strategic planning; performing needs assessments; analyzing and interpreting data; managing multiple budgets; developing and presenting oral and written reports; developing and implementing objectives, policies and procedures; solving complex problems; interpreting and applying local, state and federal laws and regulations; communication, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public.

At Pima Community College, we believe that every role is vital to achieve student success and meet the diverse needs of our students and community.  As we celebrate our 50th Anniversary we continue to sharpen the skills of our employees that we may see our vision of becoming a premier community college through.  The best talent means we provide the best to students.

Have you heard about all we have to offer our employees?  We offer a highly competitive benefits package that goes beyond affordable medical plans.  Because we value work-life balance, we offer an award winning Wellness and Employee Assistance Programs and our [Exempt Employees](https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/pps-exempt/exempt_05.pdf) accrue 24 vacation days per year. Check out some of the perks of working at PCC: [Benefits](https://www.pima.edu/administrative-services/human-resources/benefits/index.html), [Holiday/Recess Dates](https://www.pima.edu/administrative-services/human-resources/docs/holiday_07.2017-12.2018.pdf), 11% match on Retirement, [Tuition Waiver](https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/pps-common/common_03.pdf), [Employee Assistance Program](https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/pps-common/common_ApxB.pdf), [Educational Leave](https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/pps-common/common_03.pdf), and more!

In order [to apply for a position](https://pima.csod.com/ats/careersite/search.aspx?site=1&c=pima), applicants must submit an application and include a resume should be up-to-date and account for and describe all gaps in employment and a letter of interest or cover letter should not exceed two pages, and should describe your knowledge, skills, abilities, and experience related to the duties and responsibilities of the position, as well as the strengths you would bring to the assignment.  Cover letters/letters of interest are not required to be addressed to a specific person or persons.

If you have any questions regarding the application process, please call Human Resources at (520) 206-4624 or [humres@pima.edu](mailto:humres@pima.edu).  Human Resources hours are normally Monday through Friday, 8:00 am to 5:00 pm. To request a reasonable accommodation for individuals with disabilities, please contact  <http://www.pima.edu/pima-jobs/contact-us.html> Equal Employment Opportunity/Affirmative Action Employer: Minorities/Females/Disabled/Protected Veterans are encouraged to apply.

To apply, please visit <https://pima.edu/pima-jobs/index.html>.